

**Clerk to Council: Elizabeth Martin**

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**PARISH COUNCIL MEETING MINUTES**

Minutes of the Full Meeting of Alton Parish Council  
held virtually on Thursday 19<sup>th</sup> November 2020  
commencing at 7:30pm.

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**MEMBERS PRESENT:** Councillors Polly Carson [PC], Alex Oliver [AO], Robert Carpenter Turner [RCT], Hayley Kington [HK], Carol Whittle [CW]

**OFFICERS PRESENT:** Elizabeth Martin [EM], Clerk to Council

**CHAIR:** Robert Carpenter Turner

**APOLOGIES:** None Received

**FC20/21/122 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
None.

**FC20/21/123 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
PC stated an interest in agenda item 6b for planning application 20/05487/FUL, 20/08846/FUL. AO stated an interest in agenda item 6b for planning application 20/08332/FUL. MG stated an interest in agenda item 6b for planning application 20/09130/FUL.

**FC20/21/124 MINUTES OF THE PREVIOUS MEETING HELD ON SEPTEMBER 17<sup>TH</sup>**  
Proposed PC. Seconded CW. Agreed.

**IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 17<sup>TH</sup> September 2020 be accepted as written.**

**FC20/21/125 TO CONSIDER AND AGREE THE CO-OPTION OF EWAN MACKINNON TO THE PARISH COUNCIL.**  
Proposed RCT. Seconded PC. Passed

**IT WAS RESOLVED THAT Mr Ewan MacKinnon be Co-Opted as a Parish Councillor for Alton Parish Council**

**FC20/21/126 CHAIRMAN'S ANNOUNCEMENTS**

RCT mentioned he attended an accessibility course with WALC to better understand the new legislation surrounding what the Parish Council is required by law to provide on its website. The Council will need to run a test on the website that will point out specific areas that require improvement or change. Whilst the compliance date has passed, this work will be on-going. For the immediate future the Parish Council will need to provide an accessibility statement for the website whilst changes are being considered in order of priority.

FC20/21/127 TO RECEIVE THE PLANNING REPORT DATED 12 NOVEMBER 2020

Report received

FC20/21/128 PLANNING

New:

**Application:** 20/05487/FUL  
**Location:** 2 Priory. Cottages, Village Street, Alton  
**Proposal:** Creation of a new timber frame, timber clad, three bay building consisting of; covered open sided end bay, single garage, and garden/home store, new fence and gate  
**Response:** Support

**Application:** 20/08332/FUL  
**Location:** Land Adjacent To Chandlers House Browns Lane Alton Branes, SN8 4JY  
**Proposal:** Retention of temporary access  
**Response:** Object - *The Council do not feel that this entrance is required. The Council refers back to the original planning application for works being done on the property when it was stated the access would never become permanent.*  
*The Council has received several parishioners concerns regarding this entrance and added with the belief this entrance is not required must object to it remaining permanent.*

**Application:** 20/08846/FUL  
**Location:** Alton 1 Priory Cottages Alton Priors, SN8 4JY  
**Proposal:** Proposed two storey side extension over existing flat roof extension to create master bedroom and relocate family bathroom.  
**Response:** Support

**Application:** 20/09130/FUL  
**Location:** 1 The Bank Alton Barnes East C8 To District Boundary Alton Priors, Wiltshire, SN8 4JX  
**Proposal:** Construction of two storey side extension  
**Response:** Object - *The Council objects to this application. The Council believe there will be an issue with parking. For any 4-bedroom home there should be at least 3 parking places available. This is not possible for this application.*  
*The Council is also unsure why the extension is required. It was understood that it was required for additional residents to the property. It now understands that it may be required for a home office*

**Application:** 20/10068/TCA  
**Location:** Tithe Barn Cottage, Alton Barnes Marlborough Wiltshire, SN8 4LB  
**Proposal:** Crown reduce Beech & Whitebeam by 30% with shaping Fell 8 small Acers  
**Response:** No Objections

**FC20/21/129 TO DISCUSS THE EMAIL DATED 27 OCTOBER 202 REGARDING THE CONDITION AND NEEDED WORKS TO BROWN LANE.**

The Council discussed the works that need to be done on Brown's Lane. This Lane involves Highways. Paul Oatway will be meeting with Richard Dobson (Highways Engineer) and Cllr Haley Kington to see what work needs to be completed. Highways has been out with PO recently to review other areas in Alton such as the T-junction by the Manor to be recited so that it is more visible for drivers. Another area being looked at by PO and Highways is a sign that advises drivers of a dead end but is hidden by a hedge. Highways is working to make sure that concerns are being addressed. The email that was circulated mentioned several different areas through the Village so each area will be reviewed and assessed.

**FC20/21/130 TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT**

EM advised that the January meeting is due to take place after the precept is required to be sent to Wiltshire Council. The Council was asked to amend the date of the next meeting for January to meet the required deadline.

The draft budget has been circulated for review. Any queries from the Council are welcomed before January.

EM has put forward for a review of the insurance policy for Alton to ensure the Village is paying proportionate rates.

**FC20/21/131 FINANCE MATTERS****FC20/21/132 To Receive for information, Disbursements made since the last meeting**

WALC	Accessibility Training	£18
E Martin	Payroll May - Oct	£XX
E Martin	Allowance May – Oct	£XX
Play Safety	ROSPA Annual Inspection	£94.80

**FC20/21/133 To Receive The Bank Reconciliations As Presented**

The bank reconciliations were presented

**FC20/21/134 To Receive The Presentation On The 21-22 Budget**

The budget was presented

**FC20/21/135 To Consider And Agree The Payroll Fees To Charlton Baker Be Made By Direct Debit**

Proposed RCT. Seconded PC. Agreed.

**IT WAS RESOLVED THAT The Payroll Fees to Charlton Baker be made by Direct Debit.**

**FC20/21/136 To Consider And Agree The ICO annual membership fee be paid by direct debit at a cost of £35.**

Proposed RCT. Seconded PC. Agreed.

**IT WAS RESOLVED THAT the ICO membership fee will be paid by direct debit.**

**FC20/21/137 TO CONSIDER AND APPROVE A GRANT OF £200 TO THE VILLAGE HALL FOR ASSISTING WITH THE MAINTENANCE OF THE PARISH DEFIBRILLATOR AND THE RECENT REPLACEMENT OF THE BATTERY.**

Both PC and RCT stated an interest on this item and stepped away. MG assumed the chair.

Proposed RCT. No Objections

The Council discussed the Defibrillator motion. The Grant was proposed.

Proposed AO. Seconded HK. Agreed.

**IT WAS RESOLVED THAT A Grant be given to the Village Hall of £200 pounds.**

RCT and PC re-joined the meeting

Having completed the motion RCT re-assumed the Chair.

**FC20/21/138 RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

All information sent out is on the Parish website for the Council.

**FC20/21/139 TO CONSIDER ITEMS OF MAINTENANCE.**

CW – Green waste is being dumped on the waterways. Garden waste needs to be dumped in the areas that are designated for green waste so that the rights to place green waste is not revoked. This is considered to possibly be a local issue to Honeystreet so a small sign locally in the first instance will be created to help direct people on where to deposit green waste.

Bakers Corner – The area is under water and although there has been some maintenance it has been determined not to have made a massive difference. When PO meets with Highways, this will be looked at.

MG – The Parish Steward cleaned out the drain by his residence. Just to note that it has again filled up with leaves and needs to be done again.

A Parishioner reported that a culvert under the road that is broken and needs to be addressed please.

**FC20/21/140 KEY MESSAGES.**

The Council would like to introduce the newly Co-opted Parish Councillor Ewan MacKinnon to the Alton Parish Council.

**FC20/21/141 NEXT MEETING.**

The next meeting will be held on Thursday 7<sup>th</sup> January 2021, 7:30pm. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5<sup>th</sup> May 2021.

**FC20/21/142 UPDATE FROM PAUL OATWAY**

Paul was asked to give an update

As pandemic continues, WC is continuing to operate as normal. Around 98% of staff working from home. Additional funding allocated as part of second lockdown to support businesses. Further support for residents who can apply via the hubs. There will be investment in Chippenham rail station and in a potential Melksham bypass. More and more libraries are now opening on a restricted basis. All 26 gritters were replaced this year and are ready for the winter season.

**FC20/21/143 IN VIEW OF THE CONFIDENTIALITY OF THE FOLLOWING ITEMS, TO CONSIDER A RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN ORDER TO DISCUSS THE ITEMS IN ACCORDANCE WITH STANDING ORDER 3(D)**

Proposed RCT. Seconded CW. Passed.

**IT WAS RESOLVED to exclude the press and public to enable HR and Staffing Matters to be completed as Council Business**

**FC20/21/144 TO CONSIDER AND APPROVE THE SUCCESSFUL COMPLETION OF THE CLERK'S PROBATION PERIOD**

Proposed RCT. Seconded All. Passed.

Members thanked EM for her work over the past 6 months.

**IT WAS RESOLVED to end the Clerk's Probation period and continue on a permanent contact.**

Meeting Closed.

These minutes are accepted as a true and accurate record: -

Signed \_\_\_\_\_

Date 7<sup>th</sup> January 2021

## **Summary Of Public Participation Section**

### **I. To Receive a report on policing from PCSO Paul Whiteside, Temporary Community Policing Team East.**

The Council has received a Police Report from July. The report will be posted on the website. This is likely to be last Report as the process is under review.

### **II To Receive a report from the Unitary Councillor Paul Oatway.**

Cllr. Oatway asked to defer to later in the meeting, see Minute 142.

### **III. Comments from members of the public to be considered by the Council regarding items on the Agenda.**

None received